

Date: September 9, 2005

To: All Credential Holders

From: Eloiza Altoro-Acevedo
Wisconsin Certification Board

Re: Update on transfer of AODA credentialing services to the Dept. of Regulation and Licensing

We have received a large amount of inquiries into the current status of our contract with the Department of Health and Family Services. Attached, is a recent joint communication between the Department of Health and Family Services (DHFS) and the Department of Regulation and Licensing (DRL) describing the status of Motion #378/WI Act 25 which requires the transfer of responsibility for the certification of substance abuse professionals from DHFS to DRL.

As stated in the attached memo, the transferring of AODA credentialing services will take place “sometime in 2006 ” rather than the earlier proposed deadline of January 1, 2006. The final date has not yet been determined by the DRL or WCB. The WCB is committed to working with both DHFS and DRL to establish deadlines and to provide support to ensure a smooth transition of services.

Further information and communications about the transfer process will be available **only** at our website at www.wisconsincertificationboard.org or www.dhfs.wisconsin.gov/substabuse. All e-mail and phone inquiries will be directed to the website.

During this transition, the WCB has found it necessary to modify some of our services in order to meet customer demand and personnel capabilities. Attached, you will find some of the changes that have already gone into affect as of the date of this memo. All other future changes will be communicated via the WCB website.

Please refer to the enclosed memo for information on who to contact with questions regarding the transfer. The future requirements for current and new credential holders will be set by new DRL administrative rules. The WCB will not create nor enforce these new rules. Therefore, you will need to contact DRL in order to obtain more information about the future of AODA credentialing **not** the WCB.

Thank you for your understanding and patience.

WCB Service Updates

- **ADDITIONAL ELEMENTS TEST DATES:** Due to the increased demand for Elements testing the WCB has added two additional testing dates:

- Friday, November 11, 2005 Appleton, WI
- Friday, December 16, 2005 Milwaukee, WI

Registration forms may be downloaded on the website at www.wisconsincertificationboard.org.

Recently, test dates have been filling up before the registration deadline. We will add the word “FULL” next to the testing dates as they fill up. We strongly recommend that you register 6-8 weeks prior to the deadline in order to ensure availability. **No applications received in the office after the registration deadline date will be accepted.**

- **WALK-IN SERVICE HOURS CHANGE:** WCB has revised its walk-in service hours. We accept walk-in customers Monday through Wednesday only from 8:00 a.m. until 1:00 p.m. For your convenience, after hours you may deposit paperwork and payment (no cash will be accepted) in the secured drop box outside. At times the staff are out of the office at meetings, testing, or at other functions, please call the office to make sure that it is open. A message will be left on the phones if the offices are closed.
- **TELEPHONE SERVICE HOURS:** The best times to reach WCB staff by phone are Monday through Wednesday 8:00 a.m. to 3:00 p.m. At times staff are out of the office at meetings, testing, or at other functions, please leave a message and we will do our best to get back to you in a timely manner.
- **CASH PAYMENT POLICY:** If you plan to pay in cash at the office during walk-in hours, please bring the exact amount. WCB office does not have cash on the premises to provide change.

- **PRORATED INVOICING:** In order to comply with the legislative mandate to change the recertification/renewal process to March 1st of each odd number year, we are working collaboratively with DRL to begin extending recertification/renewal dates to February 28, 2007. Your next recertification/renewal invoice will reflect this date and a prorated rate extending your recertification/renewal date until February 28, 2007. This will allow for a seamless transfer of credentialing fees.
- **TWO-YEAR FEE PAYMENT OPTION DISCONTINUED:** Due to the upcoming transition of credentialing services, there is no longer the option to pay for two years of certification fees. Annual recertification and renewal fees will be paid for a one-year period only at this time.
- **DECREASE IN WRITTEN COMMUNICATION:** WCB will no longer provide written communications such as the INK newsletter. The majority of communication and updates will be done via the WCB website at the www.wisconsincertificationboard.org.
- **CONTRIBUTIONS TO WAAPPE:** Due to the current situation of the WCB, the future of WAAPPE is also being evaluated. At this time we are no longer accepting contributions towards WAAPPE initiatives. Please do not send any contribution checks for WAAPPE with your recertification materials. Thanks for all of your support in the past!